

## CITY OF FOND DU LAC – INJURY MANAGEMENT GUIDELINES

### OBJECTIVE

The City of Fond du Lac wants to ensure that all employees who are injured due to a work-related incident receive prompt and quality medical care when necessary. We also want to ensure that injured employees return to work in a reasonable amount of time. Additionally, this procedure will facilitate the proper processing of benefits and modified duty work assignments.

### PROCEDURE FOR INJURY REPORTING, INVESTIGATION, AND MANAGEMENT

Priority One: Ensure prompt medical treatment is provided for all medical emergencies, and that appropriate transportation for medical care is immediately scheduled for the injured employee. Steps below may be reorganized to meet this priority.

1. Employee informs their immediate supervisor of the incident and submits the **Employee Incident Report Form** if it is not an emergency that requires immediate assistance. If it is an emergency, please obtain proper medical attention and complete this step when possible. Please report all injuries, even if a claim isn't relevant at the moment. This protects the employee in case anything were to come about at a later date.
2. Supervisor has employee read and sign the **Work Injury Responsibility Form** and provides employee with a copy if requested. Be sure the employee understands the need to keep the supervisor and HR updated on all appointments, work restrictions, and/or lost time concerning their work comp injury.
  - a. Any employee absences during a work related injury must be immediately reported to HR.
3. Supervisor gives the **Injury Management Letter** to employee for their health care provider.
4. Supervisor to complete the **Supervisor Incident Investigation Form** and submit all forms to Kristen Theisen – HR via email ([ktheisen@fdl.wi.gov](mailto:ktheisen@fdl.wi.gov)) within 24 hours of the incident if possible.
5. HR to report the injury to United Heartland, the workers compensation carrier.
6. All Return to Work forms must be reviewed by the supervisor to facilitate the placement of employee on modified duty. Supervisor shall instruct injured employee to work within these documented restrictions with no exceptions.
  - a. A supervisor must consult with HR before denying any accommodations.
7. If necessary, HR will follow-up with supervisor to ensure that the injured employee is working within their documented capabilities. If the injured employee reports that the injury/illness is preventing them from working or they feel that the work they are performing is not within their documented capabilities, an additional medical evaluation may be required.
8. Review and monitor an employee's work and progress. The **Investigation Follow-Up Form** may be required when the injury results in modified duty, lost time, or if the supervisor/HR feels the corrective action for further prevention has not taken place.